

[illegible]

A notice is left for the addressee when an item cannot be delivered on a first attempt. If the item cannot be delivered on the second attempt and is not claimed by the addressee within five days of the second attempt, it will be returned to sender.

Please consult your local Express Mail directory for noon and 3 p.m. delivery areas and for information on international and military Express Mail services. See the Domestic Mail Manual for details.

**Insurance Coverage:** Insurance is provided only in accordance with postal regulations in the Domestic Mail Manual (DMM) and, for international shipments, the International Mail Manual (IMM). The DMM and IMM specify the specific types of losses that are covered, the limitations on coverage, terms of insurance, conditions of payment, and adjudication procedures. Copies of the DMM and IMM are available for inspection at any post office if copies are not available and information on Express Mail insurance is requested. The DMM and IMM must be consulted by the postmaster prior to mailing. The DMM and IMM consist of federal regulations and USPS personnel are NOT authorized to change or waive these regulations or grant exceptions. Limitations prescribed in the DMM and IMM provide, in part, that:

The contents of Express Mail shipments defined by postal regulations as merchandise are insured against loss, damage, or rifling. Coverage up to \$500 per shipment is included at no additional charge. Additional merchandise insurance up to \$5,000 per shipment may be purchased for an additional fee; however, additional insurance is void if waiver of the addressee's signature is requested.

- Coverage extends to the actual value of the contents at the time of mailing or the cost of repairs, not to exceed the limit fixed for the insurance coverage obtained.
- Items defined by postal regulations as "negotiable items" (items that can be converted to cash without resort to foreign currency or bullion) are insured up to \$500 per shipment.
- Items containing coins, banknotes, currency notes (paper money), securities of any kind payable to the bearer, traveler's checks, platinum, gold, and silver (manufactured or not), precious stones, jewelry, and other valuable or prohibited articles.
- Items defined by postal regulations as nonnegotiable documents are insured against loss, damage, or rifling up to \$500 per shipment for document reconstruction, subject to additional limitations for multiple pieces lost or damaged in a single catastrophic occurrence. Document reconstruction insurance provides reimbursement for the reasonable costs incurred in reconstructing duplicates of negotiable documents mailed. Document reconstruction insurance coverage above \$500 per shipment is NOT available, and attempts to purchase additional document insurance are void.
- No coverage is provided for consequential losses due to loss, damage, or delay of Express Mail, or for concealed damage, spoilage of perishable items, and articles too fragile or too fragile to withstand normal handling in the mail.

COVERAGE, TERMS AND LIMITATIONS ARE SUBJECT TO CHANGE. Please consult Domestic Mail Manual and International Mail Manual for additional limitations and terms of coverage.

Claims: Original customer receipt of the Express Mail label must be presented when filing an indemnity claim and/or for a postage refund.

1. All claims for delay, loss, damage, or rifling must be made within 90 days of the date of mailing; for international, call 1-800-222-1811.

COPY OF PAPERS  
ORIGINALLY FILED

**POST OFFICE  
TO ADDRESSEE**

**EXPRESS MAIL**



**ORIGIN (POSTAL USE ONLY)**

PO ZIP CODE 0036  
Date of mailing 1/1  
Time in AM 10:00  
Weight 1.0 lbs.  
No Delivery ☐ Weekend ☐ Holiday ☐  
Acceptance Clerk Initials [Signature]  
Total Postage & Fees \$ 8.15

SEE REVERSE SIDE FOR  
SERVICE GUARANTEE AND LIMITS  
ON INSURANCE COVERAGE

**CUSTOMER USE ONLY**

METHOD OF PAYMENT: ☒ Express Mail Corporate Acct. No. 11181-SSS-008-1  
☐ WAIVER OF SIGNATURE (Domestic Only: Additional surcharges for international mail)  
FROM: William H. Dippert, Esq.  
COWAN, LEONARD A. ATTORNEY AT LAW  
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WASHINGTON, DC 20541-0001  
BOX 1000 APPLICATION

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WWW.USPS.GOV



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